



THE STATE
of **ALASKA**
GOVERNOR SEAN PARNELL

**Department of Education
and Early Development**

TEACHING AND LEARNING SUPPORT
Assessments and Accountability

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To: Superintendents

From: Erik McCormick, Director 

Date: May 29, 2014

Subject: Early Literacy Screening – Reporting Requirements

This week marks the end of the Early Literacy Screening test window. During this two-month period, districts administered one of five approved early literacy screening tools to all students in kindergarten, 1st grade, and 2nd grade, as well as to those 3rd grade students experiencing early literacy delays. It is now time to transition to the reporting phase of this student assessment.

As originally noted in correspondence e-mailed to you in late March, our goal is to minimize your reporting burden as much as possible while still meeting the regulatory requirements. We have developed a secure submission portal on our website that accommodates files of any type. This file may be generated from the screeners' existing reporting functions, or created as a custom-made spreadsheet that includes the required data elements. **Districts must submit assessment results to the department before July 15.**

The submission portal is available via the link provided in the accompanying Data Handbook. The user name and password to access the site are the same credentials used by district personnel when uploading files to the State Report Manager (SRM).

Be sure to also keep in mind the separate, yet equally important, requirement to report screening results to the parents of assessed students. Results are to be shared with the parents of kindergarten, 1st grade, and 2nd grade students once annually; parents of those 3rd grade students assessed due to delays in attaining early literacy skills must receive results twice per year.

As we work with you to meet the regulatory requirements this school year with heightened flexibility, please keep in mind that we anticipate transitioning to a data-submission process in 2015 that mirrors the OASIS files and SRM application with which you are already quite familiar.

If you have any questions regarding the reporting of early literacy screening results, please contact Krista Haller at (907) 465-8727 or krista.haller@alaska.gov.

Attachment: Early Literacy Screening Data Handbook

cc: District Test Coordinators, district-designated contacts